



DEPARTMENT OF HOMELAND SECURITY
UNITED STATES SECRET SERVICE
WASHINGTON, D.C. 20223

Freedom of Information Act & Privacy Act Program
Communications Center
245 Murray Lane, S.W., Building T-5
Washington, D.C. 20223

Date:

Clifford Hubbard
DC# C10189
Santa Rosa Correctional Institution
5830 E. Milton Road
Milton, Florida 32583-7914

File Number: 20170470

Dear Requester:

This letter is intended to acknowledge the receipt of your recent letter, received by the United States Secret Service (Secret Service) on January 5, 2017, for information pertaining to request to return to custody of Department of Defense.

Your request did not constitute a proper FOIA request. To assist you in preparing a proper request, please click on the links below to access the Department of Homeland Security (DHS) FOIA regulations, Title 6, C.F.R., Chapter I, Part 5, Subpart A § 5.3, implementing certain provisions of the Freedom of Information Act of 1986. For more information, please visit the Freedom of Information Act website. These links will assist you in how to file a proper FOIA request.

DHS FOIA Regulations: http://www.dhs.gov/xlibrary/assets/FOIA_FedReg_Notice.pdf

Freedom of Information Act Website: <https://www.foia.gov/>

Your request has been assigned FOIA File No. 20170470 and administratively closed as not perfected. If you submit a perfected request a new FOIA number will be assigned at that time.

If you deem our decision an adverse determination, you may exercise your appeal rights. Should you wish to file an administrative appeal, your appeal should be made in writing and received within ninety (90) days of the date of this letter, by writing to: Freedom of Information Appeal, Deputy Director, U.S. Secret Service, Communications Center, 245 Murray Lane, S.W., Building T-5, Washington, D.C. 20223. If you choose to file an administrative appeal, please explain the basis of your appeal and reference the case number listed above.

Additionally, you have the right to seek dispute resolution services from the Office of Government Information Services (OGIS) which mediates disputes between FOIA requesters and Federal

agencies as a non-exclusive alternative to litigation. Please note that contacting the Secret Service's FOIA Program and/or OGIS is not an alternative to filing an administrative appeal and does not stop the 90-day appeal clock. You may contact OGIS at: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001. You may also reach OGIS via e-mail at ogis@nara.gov, telephone at 202-741-5770/toll free at (877) 684-6448, or facsimile at (202) 741-5769.

If you have any questions or would like to discuss this matter, please contact this office at (202) 406-6370. Please refer to the file number indicated above in all correspondence with this office.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim E. Campbell", is written over the typed name.

Kim E. Campbell
Special Agent In Charge
Freedom of Information Act & Privacy Act Officer